

Serial Circular No. 28/2019

EASTERN RAILWAY

No. E.95/0/Vol. VIII

Kolkata, dated, the 11th February, 2019

All Concerned.

Sub: Guidelines on Air Travel on Official Tour : Purchase
of Air Ticket from authorized travel agents - reg.

A Copy of Railway Board's letter No. F(E)/2016/AL-28/25 dated 31.12.2018 on the above mentioned subject is forwarded for information, guidance and necessary action. Board's earlier letters dated 21.09.2017 and 22.12.2017 mentioned therein were circulated under this office serial circular nos. 134/2017 and 198/2017 respectively.

DA: As above.


(A. Ray)

Dy. Chief Personnel Officer/Gaz
for Pr. Chief Personnel Officer

Index No. 1030: Guidelines on Air Travel on Official Tours- Purchase of air ticket
from authorized agent

**Government of India/ Bharat Sarkar
Ministry of Railways / Rail Mantralaya
(Railway Board)**

No. F(E)I/2016/AL-28/25

New Delhi, dated 31.12.2018.

The General Managers,
All Indian Railways including Construction Units, PUs etc.

**Sub: Guidelines on Air Travel on Official Tour: Purchase of Air Ticket
from Authorized travel agents-reg.**

Ref: Board's letters of even number dated 21.09.17 & 22.12.2017.

In accordance with the Instructions contained in the Ministry of Finance, Department of expenditure's O.M. No. 19024/22/2017-E.IV, dated 19.07.2017 guidelines regarding procedure of purchase of air ticket from authorized travel agents etc. were circulated on Indian Railways vide Board's letter of even number dated 21.09.2017.

2. However, it has been observed that one of the zonal Railways has themselves authorized a private travel agency for air ticketing purpose.
3. It is once again reiterated that the above mentioned guidelines of Ministry of Finance should be strictly followed and in all cases of Air Travel where the Government of India bears the cost of air passage, Air Tickets may be purchased directly from Airlines (at Booking counters/Office/Website of Airlines) and if needed, by utilizing the services of three authorized Travel Agent viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and IRCTC only.
4. Further, Ministry of Finance (Department of Expenditure) vide their letter No. 19024/22/2017-E.IV dated 27.02.2018 has decided that all such cases of air travel where tickets have been purchased after issue of MoF's O.M. dated 19.07.2017, seeking relaxation of air travel guidelines pertaining to purchase of air ticket from authorized agent, should have the approval of Secretary of the Administrative Ministry before referring the same to Department of Expenditure.
5. Strict compliance of the letter may be ensured.
6. Please acknowledge receipt.



**(Jitendra Kumar)
Deputy Director Finance (Estt.)I
Railway Board**